

Manchester Community College
JOB OPPORTUNITY
Maintainer

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Manchester Community College, Manchester, CT

Hours: Full time (37.5 hours per week); 1st Shift (5:00 a.m. to 1 p.m.)

Salary: \$31,367 starting salary (\$34,852 after 6 months successful completion of Working Test Period)

Closing Date: October 31, 2015

KNOWLEDGE

SKILL & ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

DUTIES

INCLUDE: Performs tasks including but not limited to the following: performs minor maintenance; inspects buildings for damage and reports conditions; reports needs for repairs tightens chairs, tables, desks, door hinges, and cabinets; replaces castors; cleans grease traps; replace ceiling tiles and loose floor tiles; spot patch walls; paints; repair minor leaks in toilets, drinking fountains, etc.; attach shelving and put up bulletin boards, pictures, etc.; move furniture; clean motor housings, ducts and other mechanical equipment; change light bulbs and replace fuses; assists a skilled worker by passing tools, carrying or lifting materials and running errands; acts as a helper to staff in a higher grade; performs semi-skilled tasks in carpentry, plumbing, painting, masonry, electrical work and other trades; clean, oil and make minor adjustments to electrical, structural, mechanical, building and utility systems and other equipment; performs custodial duties as required. Remove snow and ice; place sand and salt; sweeps walks; collects and disposes of exterior trash; digs ditches; shovels materials such as sand, stone, dirt, snow, etc.; operates hand, small power equipment, snow blowers, mowers and attachments; cuts weeds or brush; weeds gardens; rakes fill, loam, grass or leaves; moves, loads, unloads and distributes supplies and equipment; cleans gutters, storm sewers and catch basins; plants, fertilizes and limes vegetables, lawns, flowers, shrubs; trims shrubs; operate and perform preventive maintenance and minor repairs on vehicles such as tractors, trailers, multiple power mowers, snow blowers and snow plows required in care of grounds, walks and roads; picks up litter; empties trash receptacles and maintains dumpster areas; performs related duties as required

PHYSICAL

REQUIREMENT: Employees appointed to positions in this class must have adequate strength, stamina, and physical agility, visual and auditory acuity and must maintain such physical fitness as to be able to perform duties. A physical examination may be required.

CHARACTER

REQUIREMENT: In addition to the checking of reference and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

WORKING

CONDITIONS: Incumbents in this class may be required to lift moderate weight and may be exposed to risk of injury from equipment.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE/

REQUIRED DOCUMENTS: All required documents must be received by close of business on the closing date in order to be considered for an interview.

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from Manchester Community College website at <http://www.manchestercc.edu/form-depot/>
3. The names and contact information for (3) professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

Applications will be accepted only via U.S. mail or hand delivery only.

**Human Resources - CL47580 Maintainer
Manchester Community College, MS# 2
Great Path, P.O. Box 1046
Manchester, CT 06045-1046**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.